Connecticut SAT School Day Implementation Overview – March 2016

CollegeBoard

Session Goals

+ Overview of SAT & Scoring

+ Review the March 2016 SAT School Day timeline.

+ Provide an overview of the steps in the implementation process for the SAT School Day administration.

+ Discuss communication points with schools.

+ Review benefits of SAT.

CollegeBoard

Agenda

- **Topics we will cover:**
  - Overview
    - SAT & Scoring
    - Timelines
  - Setup and Registration
  - Accommodations
  - Planning for Test Day
    - Planning Schedules, Rooms, and Staff
  - Test Materials and Administration
  - SAT Benefits

CollegeBoard

8 Key Changes to the SAT

Words in Context

Command of Evidence

Essay Analyzing a Source

Math that Matters Most

Problems Grounded in Real-World Contexts

Analysis in Science and in History/Social Studies

U.S. Founding Documents and the Great Global Conversation

No Penalty for Guessing

8 Key Changes to the SAT

**Relevant words
in context**

Students will need to:

▶ Interpret meaning based on context

▶ Master relevant vocabulary

▶ Engage in close reading

CollegeBoard

8 Key Changes to the SAT

Command of evidence

Students will be asked to:

▶ Interpret, synthesize, and use evidence found in a wide range of sources

▶ Support the answers they choose

▶ Integrate information conveyed through both reading passages and informational graphics
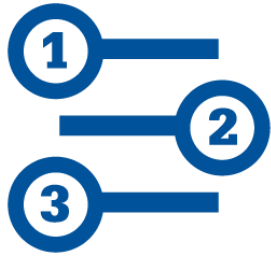
8 Key Changes to the SAT

Essay analyzing a source

The redesigned essay will:

▶ More closely mirror college writing assignments

▶ Cultivate close reading, careful analysis, and clear writing

▶ Promote the practice of reading a wide variety of arguments and analyzing an author's work

8 Key Changes to the SAT

Math focused on three key areas

Current research shows that three key areas most contribute to readiness for college and career training:

▶ Problem Solving and Data Analysis (quantitative literacy)

▶ Heart of Algebra (mastery of linear equations)

▶ Passport to Advanced Math (familiarity with more complex equations)

CollegeBoard

8 Key Changes to the SAT

Problems grounded in real-world contexts

Students will engage with questions that:

▶ Directly relate to the work performed in college and career

▶ Include charts, graphs, and passages likely to be encountered in science, social science, and other majors and careers

▶ Feature multistep applications to solve problems in science, social science, career scenarios, and other real-life contexts

8 Key Changes to the SAT

Analysis in science and social studies

Students will apply their reading, writing, language, and math skills to answer questions in science, history, and social studies contexts.

CollegeBoard

8 Key Changes to the SAT

Founding documents and great global conversation

The redesigned SAT will include one of the following:

▶ An excerpt from one of the Founding Documents

▶ A text from the ongoing Great Global Conversation about freedom, justice, and human dignity
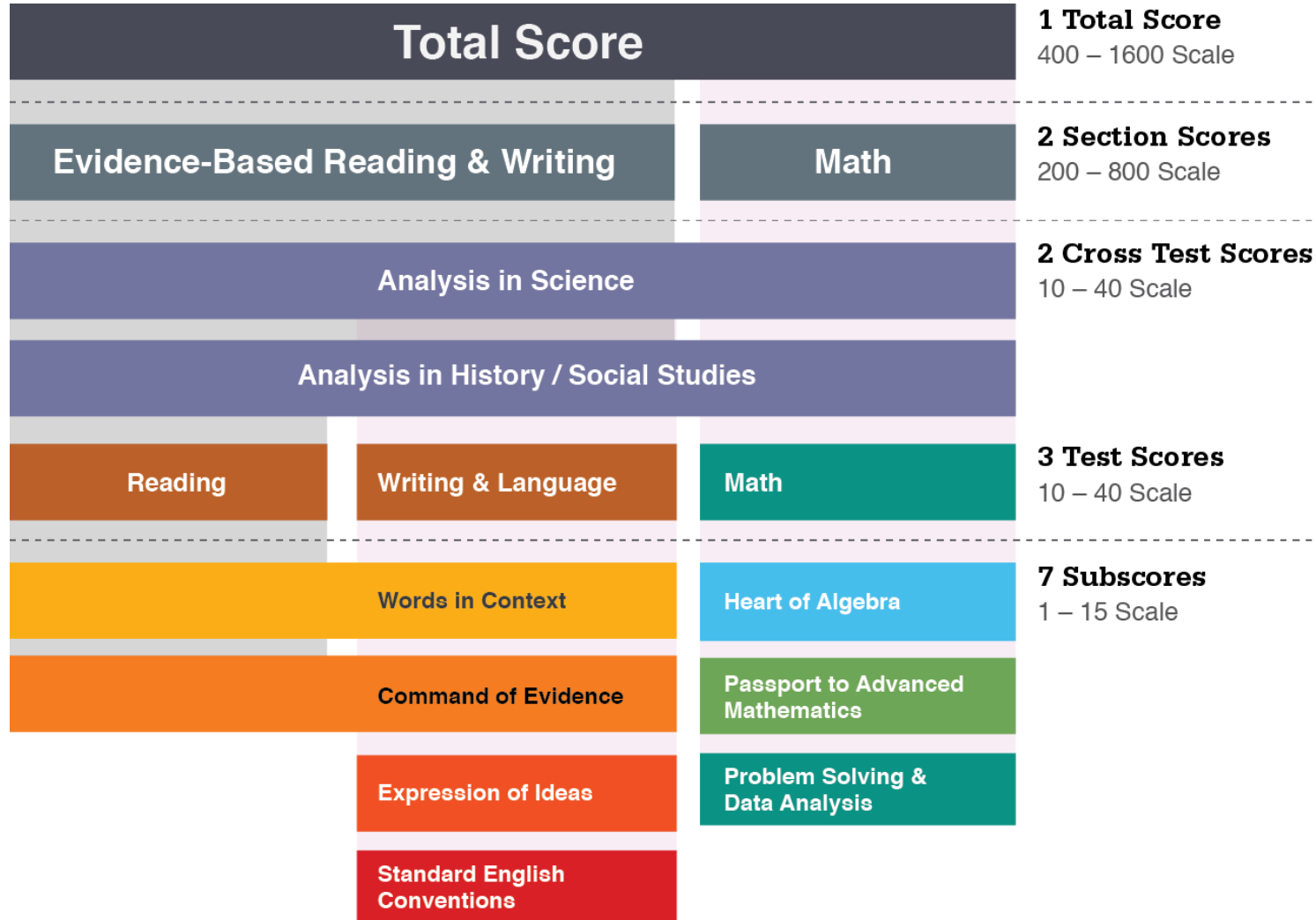
No prior knowledge of the text will be required.

CollegeBoard

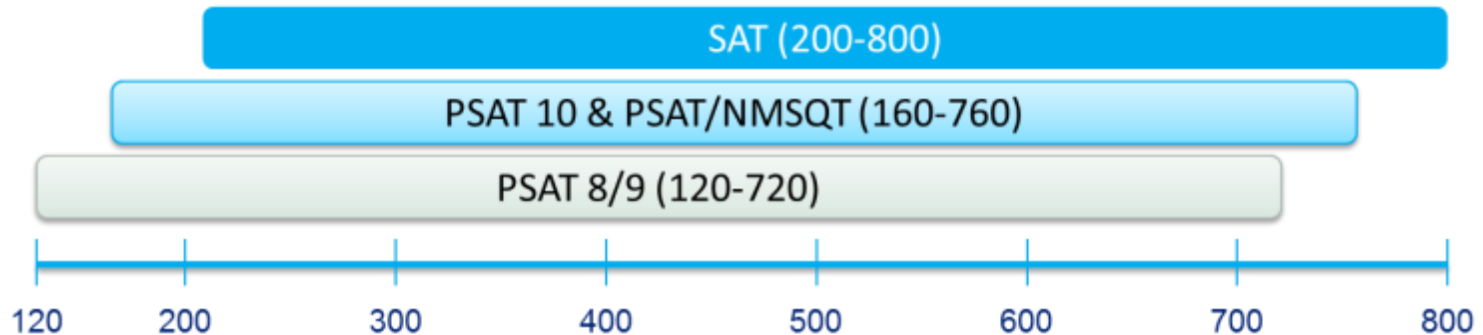# 8 Key Changes to the SAT

No Penalty for Guessing

▶ One point for each correct answer

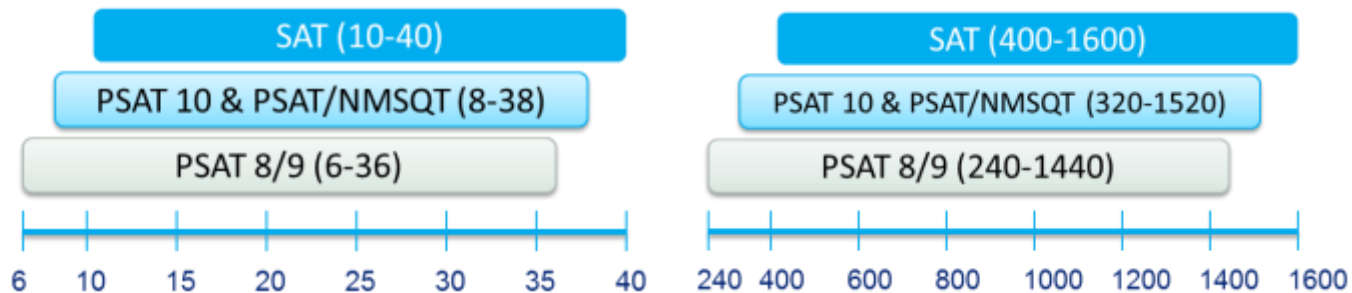▶ Zero points for unanswered items

▶ Zero points for wrong answers

CollegeBoard

SAT Scores & Subscores

Total Score			**1 Total Score** 400 – 1600 Scale
Evidence-Based Reading & Writing		Math	**2 Section Scores** 200 – 800 Scale
Analysis in Science			**2 Cross Test Scores** 10 – 40 Scale
Analysis in History / Social Studies			
Reading	Writing & Language	Math	**3 Test Scores** 10 – 40 Scale
	Words in Context	Heart of Algebra	**7 Subscores** 1 – 15 Scale
	Command of Evidence	Passport to Advanced Mathematics	
	Expression of Ideas	Problem Solving & Data Analysis	
	Standard English Conventions		

CollegeBoard

Longitudinal Progress Monitoring

+ Section Scores will be placed on a vertical scale.

+ This same concept will hold true for the **Test and Cross-Test Scores** as well as **Total Score**.

CollegeBoard

Overview & Timeline

CollegeBoard

Overview of SAT School Day

	Oct - Dec	January	February	March	May
Test Center Intake					
Registration, Ordering, & SSD				• *SSD Coordinators submit applications.* • *TC Supervisor provides student registration information..*	
Supervisor Training				• *TC Supervisors must complete 12 online modules approx. 45-60 minutes of training.* • *Associate Supervisors must complete approx. 30 minutes of training.*	
Ship Materials				• *Materials mailed 2 weeks prior to test day, to arrive by 2/26/16.*	
Test Day					
Practice				• *Prepare students/parents for Practice* • *Resources available include Khan Academy, SAT Practice Mobile App, paper practice forms.*	
Score Reporting			• *Student score reports made available through online portal.* • *K12 reporting available via online portal.* • *HED electronic score reporting sent based on student designation.*		

CollegeBoard

March 2016 Key Milestones

Activities	Connecticut School Day March Administration
Test Center Setup	In Process
Test Center Supervisor training materials mailed	January
College Board Accommodations Request Deadline (college reportable)	2/8/16
Connecticut State Allowed Accommodations Request Deadline (non-college reportable)	2/15/16
Test Center Supervisor online training available	February
Paper Registration for non-matched students	January 22-February 1
Test materials ship to test centers	2/19/2016
Test materials arrive at test centers	2/26/2016
Connecticut SAT School Day Test Administration	3/2/2016
Connecticut Makeup Administration (in-school)	4/27/2016

CollegeBoard

Setup & Registration

Attending Institution (AI) & Test Center Setup

- Each school will require:

  - an Attending Institution (AI) code which represents the high school

  - a test center code representing the testing location

- CSDE has provided the list of schools for setup to College Board. The information provided will be used to:

  - Establish the AI and Test Center codes for schools that don't already have them

  - Identify the school personnel for School Day administration communications

  - Note: If your school is a weekend test center, the information provided for the Connecticut School Day administration will not change the information already on file for weekend testing.

- If you have not already returned the CMF, provided by CSDE, please do so immediately.

- Schools will receive their AI codes January 15. These codes will be your school unique identifier and will be required for accommodations requests.

CollegeBoard

Roles and Responsibilities at Participating Schools

- **Principal** is our main contact at the school and is responsible for:

    - Receiving and distributing general information about the Official SAT Practice through Khan Academy.
    - Receiving the school's allotment of School Day Fee Waivers for distribution to eligible students.
    - Enlisting the aid of other staff, but s/he will be the College Board's main contact.

Roles and Responsibilities at Participating Schools

- **SSD Coordinator** is responsible for:

  - Being the school's liaison with the College Board's Services for Students with Disabilities office.

  - Submitting accommodation requests for all students who request them at his/her school.

  - Administering the test to students who have a non-standard administration of the test and appear on the Non-standard Administration Roster (NAR).

Roles and Responsibilities at Participating Schools

- **Test Center Supervisor** (TCS) is responsible for:
    - All aspects of the School Day administration at a school, including:
        - Pre-admin activities like test center set-up, planning rooms and staff for test day, and receiving and securing test materials.
        - Everything on test day, including distribution of materials, monitoring of all test day activities and staff, packaging and returning test materials, and completing Supervisor Irregularity Reports.
    - TCS may choose to enlist the aid of others at the school to help him/her with test day planning and set-up.
        - The TCS will remain the main contact and receive all communications from the College Board and ETS.
    - Identifying staff to serve as **Associate Supervisors, Proctors** and **Hall Monitors** for test day staff support

CollegeBoard

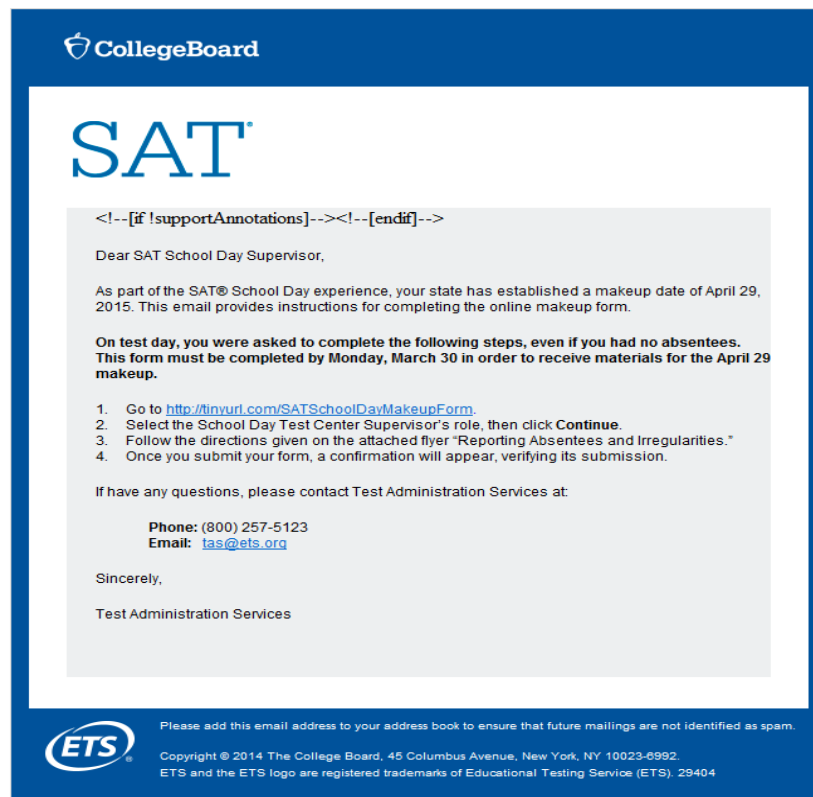# Roles and Responsibilities at Participating Schools

- **Associate Supervisor(s)** are accountable for everyone in the testing room and everything that takes place in that room including management of all testing materials, conduct the testing and monitor test-takers to ensure a fair administration

    - We recommend using current or retired teachers, counselors, administrators, or other educators who are familiar with test administration and/or classroom management.

    - Each room requires one Associate Supervisor.

    - One Associate Supervisor must be designated as the back-up for the Test Center Supervisor

Roles and Responsibilities at Participating Schools

- **Proctor(s) and Hall Monitors** are responsible for assisting the Test Center and Associate Supervisors.

  - Proctors do not administer the test, but they do help set up the testing area and monitor testing. Hall Monitors patrol the hallways during testing to make sure the testing area remains quiet and secure.

  - Proctors and Hall Monitors may be members of the school staff or other adults who have been trained to help Test Center Supervisors and Associate Supervisors.

Registration & Test Materials

- CSDE and College Board are working on further details of the registration process for the **March 2, 2016** administration and will be sharing detailed instructions over the next couple of weeks.

- The combination of student registration and accommodations requests will provide the necessary information to allow College Board to ship the necessary testing materials to each school.

- Students who miss the initial test administration, will be required to take the SAT on the makeup date, **April 27, 2016**.

- Test Center Supervisors and SSD Coordinators will receive an email reminding them of the makeup date with a link to request the necessary makeup materials.

- <u>Test materials will be sent based on the counts provided in the online form</u>, Early Reporting Form- Absentees & Irregularities.

◯ CollegeBoard

SAT®

<!--[if !supportAnnotations]--><!--[endif]-->

Dear SAT School Day Supervisor,

As part of the SAT® School Day experience, your state has established a makeup date of April 29, 2015. This email provides instructions for completing the online makeup form.

On test day, you were asked to complete the following steps, even if you had no absentees. This form must be completed by Monday, March 30 in order to receive materials for the April 29 makeup.

1. Go to http://tinyurl.com/SATSchoolDayMakeupForm.
2. Select the School Day Test Center Supervisor's role, then click **Continue**.
3. Follow the directions given on the attached flyer "Reporting Absentees and Irregularities."
4. Once you submit your form, a confirmation will appear, verifying its submission.

If have any questions, please contact Test Administration Services at:

      Phone: (800) 257-5123
      Email: tas@ets.org

Sincerely,

Test Administration Services

ETS Please add this email address to your address book to ensure that future mailings are not identified as spam.

Copyright © 2014 The College Board, 45 Columbus Avenue, New York, NY 10023-6992.
ETS and the ETS logo are registered trademarks of Educational Testing Service (ETS). 29404

◯ CollegeBoard

Accommodations

College Board Services for Students with Disabilities (SSD)

The College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need.

- Students with documented disabilities, once approved for accommodations, with limited exceptions, remain approved for all College Board tests.

- Accommodations are requested through the College Board's Services for Students with Disabilities (SSD) office using the SSD Online System.

- Requests for accommodations should be submitted by the school's designated SSD Coordinator(s) by **February 8, 2016**.

  - Any schools with an attending institution (AI) code may begin requesting accommodations at anytime.

  - Schools who do not yet have an AI code from College Board will need to wait until receiving their AI Code from College Board.

CollegeBoard

State-Allowed Accommodations (SAA)

+ State-Allowed Accommodations are intended to provide accommodations or supports for general education students based on the Connecticut state requirements.

+ State-Allowed Accommodations are submitted via SSD Online, by the school's designated SSD Coordinator(s), and are **automatically confirmed** based on the parameters agreed to with the Connecticut State Department of Education.

+ State-Allowed Accommodations must be requested each time a student is registered to test.

+ State-Allowed Accommodations can be requested starting 30 days before the test date, but no later than 11 days before the test date. Requests are due by **February 15, 2016.**

+ Requests for State-Allowed Accommodations are ONLY intended for **students who would not be eligible for College Reportable Scores**(e.g., English Language Learners - students who do not have a disability but need accommodations because they are still learning English).

Accommodations

	College Reportable Accommodations		Connecticut Specific Accommodations
Students with Disabilities	Used for accountability and college admission		Used for accountability purposes only
	- Braille Booklets - Text-to-Speech for all test content (CB MP3 audio) - Large Print Booklet - Color Overlay - Noise Buffering - Magnification Device - Computer Response - Scribe - Speech-to-Text (CB Assistive Technology) - Specialized Calculator - Abacus - Multiplication table - Time Extension - Separate Setting - American Sign Language (ASL)- test directions only - Signed Exact English -test directions and test content - Any other specific accommodation not listed above that is approved by CB		- Sign Language – test content - Sign Language – student responses
English Learners	Used for accountability and college admission		Used for accountability purposes only
	- Written Directions in Spanish, Arabic, Portuguese, Polish, Mandarin and Haitian-Creole - Native Language Reader – test directions only		- Time Extension - Bilingual Dictionary Word-to-Word Translation

NOTE: College Board receives and approves requests for new types of accommodations regularly and will work with CSDE to update as appropriate.

Prioritizing Requests

+ Request Deadlines – start now

  - Connecticut School Day College Reportable Accommodation requests, for college reportable scores, are due by **February 8, 2016**.

  - Connecticut Specific Accommodation requests, for non-college reportable scores, are due by **February 15, 2016**.

+ Given the shortened timeframe we recommended prioritizing in the following way:

  - Identify any students who have previously been approved for a College Board accommodation, for example those who have taken PSAT/NMSQT or AP. There is no need to reapply for accommodations for these students unless their needs have changed. They will receive the same accommodations for the Connecticut SAT School Day as previously approved.

  - Of the remaining students,

    – Begin with students who have 504 plans. Please be sure to include information that answers the What, How, & Why questions.

    – Lastly, submit any requests for State-Allowed Accommodations.

○ CollegeBoard

Where to start?

+ **Identify an SSD Coordinator**
  This should be someone who is familiar with the student's needs, for example, at the school level this may be a Lead Special Education Teacher Consultant or at the district level this may be a Special Education Director. A district/school may have more than one SSD Coordinator.

+ **Complete the SSD Coordinator Form to request access to SSD Online Go to**
  https://www.collegeboard.org/students-with-disabilities/ssd-online/get-access

+ **Create a College Board Educational Professional Log-in Account (EPL)**
  Go to www.collegeboard.org/profaccount to create account

+ **Receive Access code (1st time only)**
  Will be sent by email

+ **Begin getting parental consent to share the student information with College Board.**
  Download the College Board template from SSD Online or from
  http://professionals.collegeboard.com/testing/ssd/forms

◯ CollegeBoard

Planning for Test Day

Planning for Schedule on Test Days

- Testing time with breaks included is 3 hours, 30 minutes

SAT Sections	Time (in minutes)
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Book collection	15
Total (hours, minutes)	3h, 30m

- School schedules will require some adjustments
  - Lunch periods
    - Testing cannot be interrupted for lunch, so lunches must take place after testing is complete
    - Students may eat snacks during breaks
  - Bell schedules
    - Bells must be silenced during test administration

CollegeBoard

Planning for Schedule on Test Days

- Standard Schedule for Test Day

8 a.m.	Close testing room doors.
8–8:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	Begin testing.
11:45 a.m. for SAT 12:52 p.m. for SAT with Essay	Pencils down for standard test administrations.

- Schools can vary from this schedule by up to 30 minutes.
- If a school needs to vary from this schedule by more than 30 minutes they need to contact SAT School Day Customer Support for approval

Planning for Testing Rooms

- Size of cohort testing and size of rooms used for testing determine number of rooms needed.

    - Options for rooms include:
        - Larger spaces, such as auditoriums and gymnasiums
        - Smaller spaces, such as classrooms

    - Seating diagrams for different room types are available in Test Center Supervisor's Manual
        - Spacing requirements and furniture requirements

    - Location of testing rooms within the building
        - Separated from other classes/tests on different schedules or taking different assessments
            - Minimize noise and other disruptions when classes or other assessments break
        - Area where there will be minimal noise/distractions from outside the building
        - Access to restrooms

CollegeBoard

Seating and Furniture Requirements

- Use chairs with backs.

- Face seats in the same direction.

- Place chairs directly behind those in the preceding row.

- Separate each student by a minimum of four feet from right to left (measure from center of desk).

- Ensure unimpeded access to every student by staff.

- Seat only one student at a table measuring six feet in length or less.

- Seat students at least four feet apart and facing the same direction if tables longer than six feet are used.

- Provide a large, smooth writing surface, preferably desks or tables.

- Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.

- Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

Sample Seating Plans

Plan IA: level seating

Sample Seating Plans

Plan IB: level seating

Sample Seating Plans

Plan II: elevated seating
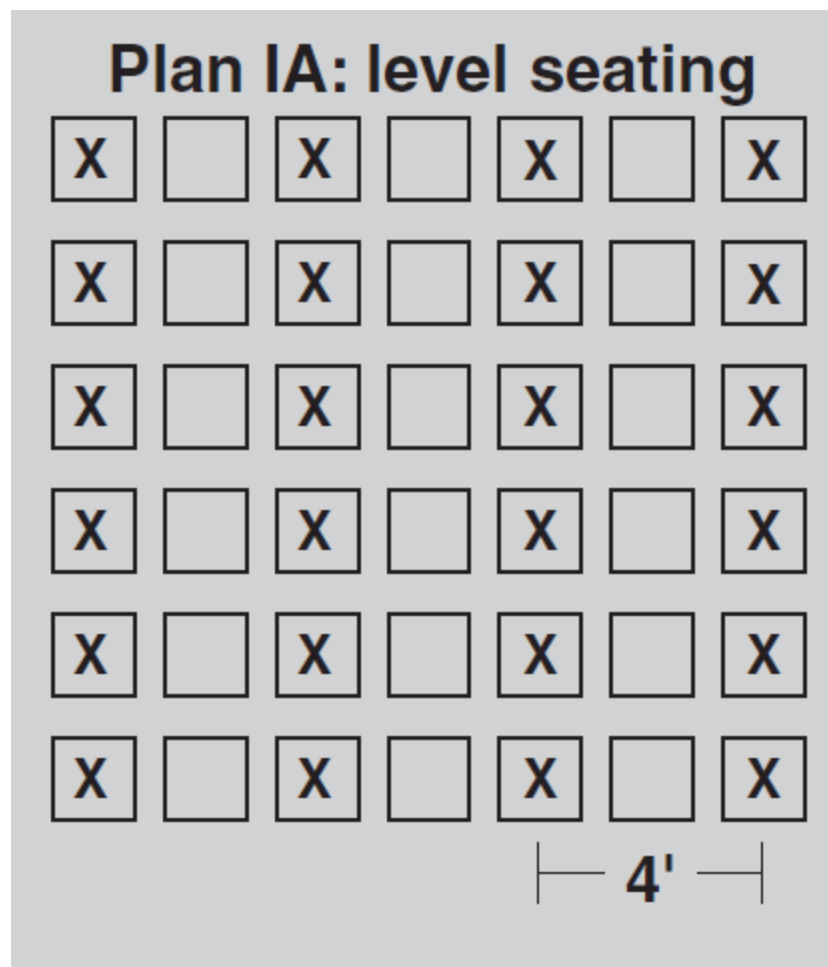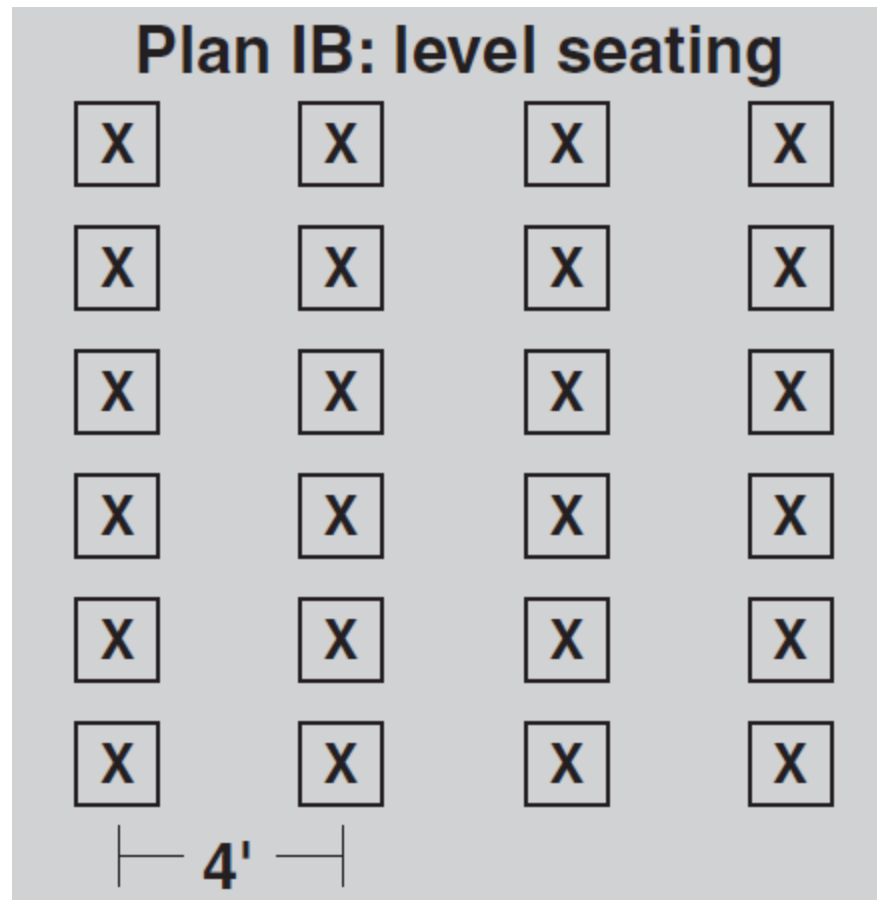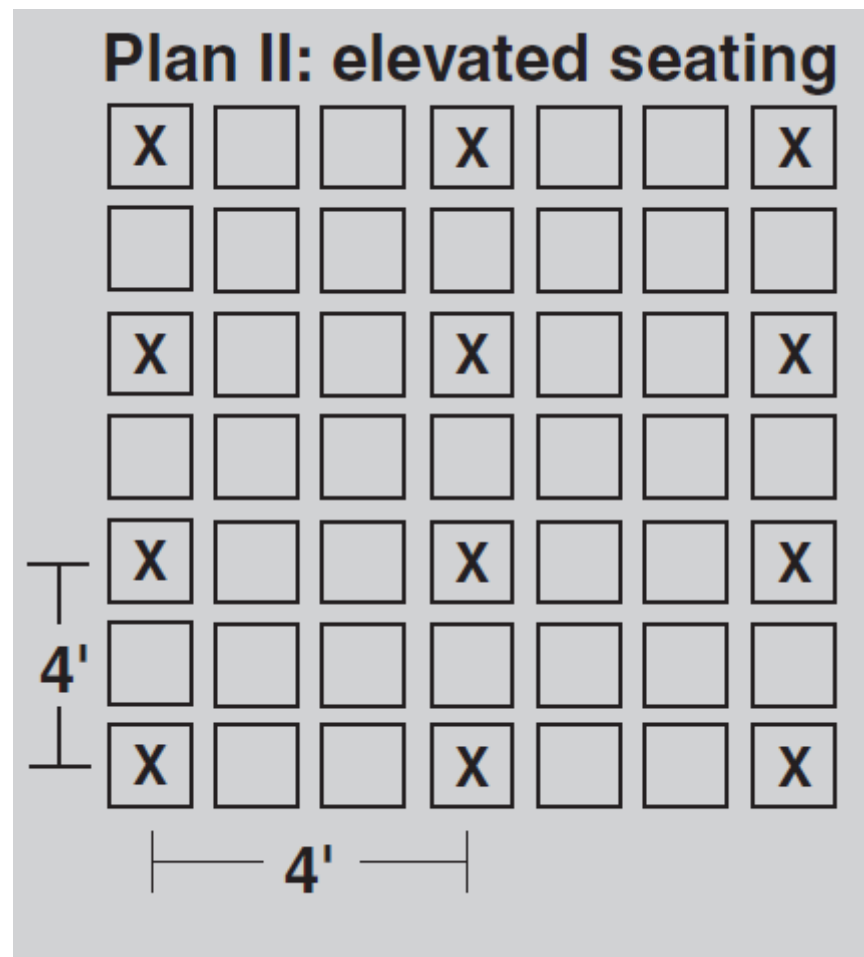
Sample Seating Plans

Plan III: tables

X
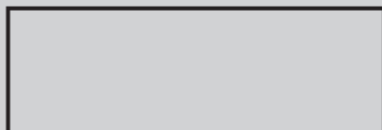
6' or less

$X \leftarrow 4' \rightarrow X \leftarrow 4' \rightarrow X$

More than 12'

CollegeBoard
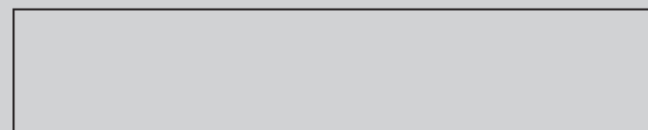
Planning for Staffing Needs

- The size of cohort testing, number of testing rooms and number of students in each room determine number of staff needed.
  - Formulas available in Test Center Supervisor Manual

- Test Day staff requirements
  - Not employed by an outside test-prep company.
  - Have not taken the SAT within 180 days of the administration date.
  - Does not have to be comprised of only teachers.
    - Check with your school/district for their own policies about this.
    - Some schools utilize aides, paras, substitutes, coaches.
  - Does not have a household member taking the test at any site on the same date.

CollegeBoard

Planning for Staffing Needs

- Unless your school tests only a few students, you will need additional staff to assist the Test Center Supervisor.

- There should be a minimum of one Associate Supervisor (head proctor) for every 34 students.

- For rooms with more than 34 students, assign additional proctors to help.

- At least one Hall Proctor is needed, but more could be needed depending on the number of testing rooms in use.

Room Proctors Needed

Apply the ratios listed here on a room-by-room basis.
1. Start with one associate supervisor per room.
2. For each room, add room proctors if needed:

Number of Test-Takers	Number of Proctors
For a Single Standard Testing Room	
1 – 34	0
35 – 50	1
51 – 100	2
101 or more	1 proctor for each additional 50 students
For a Single Nonstandard Testing Room	
1 – 10	0
More than 10	1

Hall Proctors Needed

1. Start with one hall proctor.
2. Add hall proctors if you have more than five rooms:

Number of Rooms	Number of Hall Proctors
1 – 5	1
6 – 10	2
11 – 15	3
16 – 20	4
More than 20	1 proctor for each additional 5 rooms

CollegeBoard

Planning for Staffing Needs

- How can different room configurations change staffing needs?
- Example:
  - Your school is testing 100 juniors for SAT School Day

- Room configuration option #1
  - Using 4 classrooms of 25 students each
  - 5 staff members needed

Test Center Supervisor

| Associate Supervisor for Room #1 | Associate Supervisor for Room #2 | Associate Supervisor for Room #3 | Associate Supervisor for Room #4 |

CollegeBoard

Planning for Staffing Needs

- How can different room configurations change staffing needs?
- Example:
    - Your school is testing 100 juniors for SAT School Day

- Room configuration option #2
    - Using the gym to test all 100 students together
    - 4 staff members needed

Test Center Supervisor

Associate Supervisor

Proctor	Proctor

CollegeBoard

Training for Test Center Supervisors

- Test Center Supervisor Training

  - Online Training
    - Access available through <u>College Board Professional Account</u>
    - **Mandatory**
    - Approximately 45 minutes to 1 hour to complete, broken up into modules
    - Must be completed by each individual supervisor once.

  - Training Kit
    - Hard copies of manuals, test day forms and publications
    - Shipped to schools in **January**

Training for Other Test Day Staff

- Associate Supervisor Training
  - Online Training, similar to Test Center Supervisor Training
  - Available through College Board Professional Account
  - Approximately 25 minutes to complete

- Proctor and Hall Monitor Training
  - Printed materials available, distributed by Test Center Supervisor

CollegeBoard

The SAT School Day Testing Manual
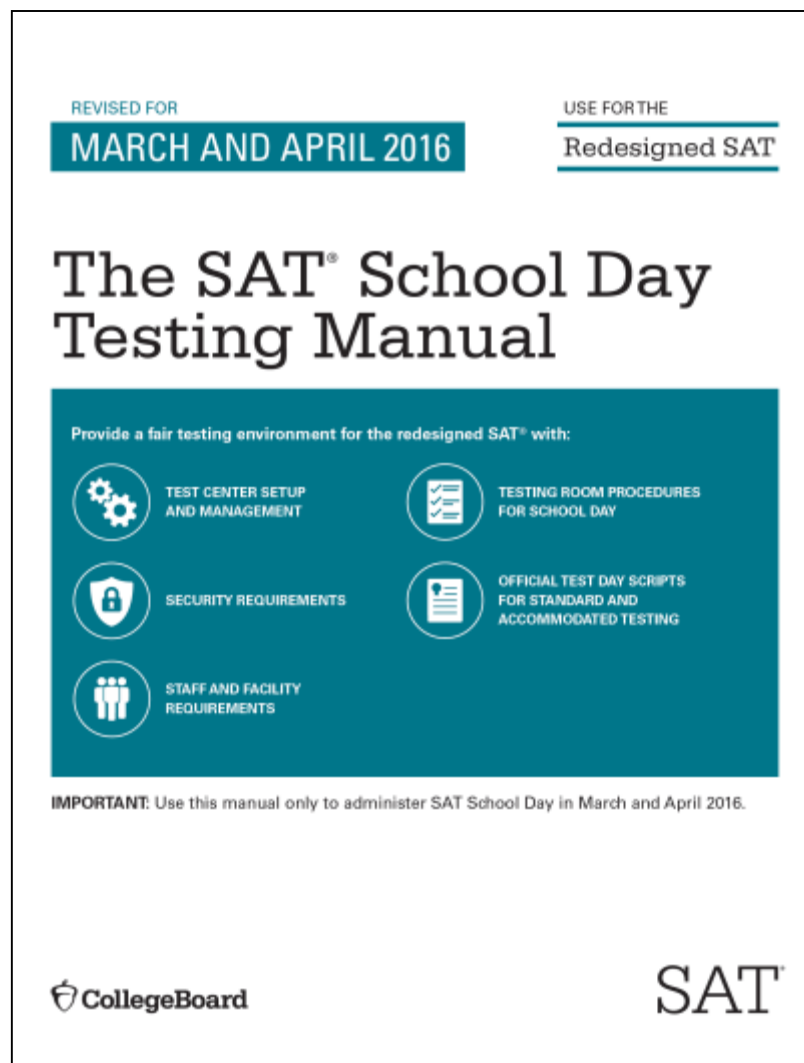
Test Materials & Administration

Test Materials Delivery

- Standard Test materials will be addressed to the Test Center Supervisor at the attending institution address and will arrive 2-3 weeks before testing.

    - Let office staff know to expect the delivery.
    - Must be stored securely, in school safe, once delivered.
    - Check contents of boxes within 24 hours of delivery using packing lists.
        - Contact Test Administration Services (TAS) immediately if there is a problem with your shipment – see Supervisor's Manual for specific instructions.
    - Check materials daily until test day.
        - Contact TAS immediately if materials show evidence of tampering.

- Non-Standard test materials for students on the NAR will be addressed to the SSD Coordinator.
    - Procedures for keeping materials secure are consistent with those for standard materials.

CollegeBoard

Test Day

- Test day processes are covered in depth in online training/webinars as well as in printed Testing Manuals.

- Test Center Supervisors should have the printed manuals with them on test day for quick and easy reference.

- The manuals and online trainings/webinars cover:
  - Check-in
  - Materials distribution
  - Active monitoring
  - Addressing challenges and testing irregularities
  - Materials packaging and return

CollegeBoard

Test Materials Return - SAT

- On **March 1, 2016** the Test Center Supervisor will receive an email from TAS with information about custom courier test materials pick-up
    - The email may include a confirmation number along with the date and time of the pick-up.
    - If this service is not available in your area, Supervisors will receive an email with alternate directions for returning their materials.
- Once testing is complete, package **all** materials for shipment
    - Detailed instructions are included in test materials boxes and in the Test Center Supervisor's Manual.
    - Prepaid shipping labels, with the correct addresses for each box, are included with the test materials.
- Follow packing and addressing instructions exactly
    - Test books, answer sheets, and test day forms are sent to different locations and explicit shipping instructions are in in the manual
    - Errors in packing or shipping will lead to score delays for students.
    - If you have any questions, contact TAS for assistance.

CollegeBoard

Test Materials Return - SAT
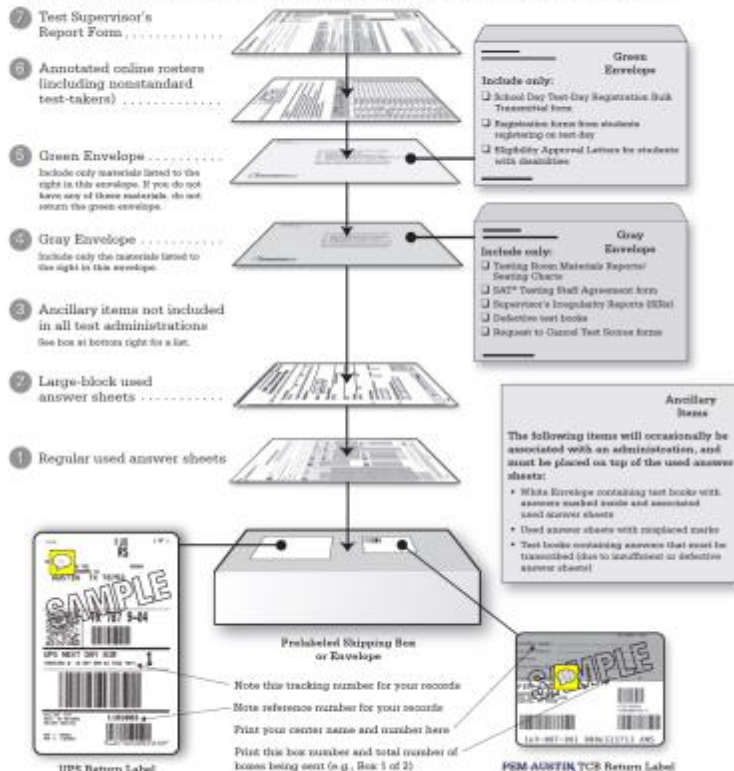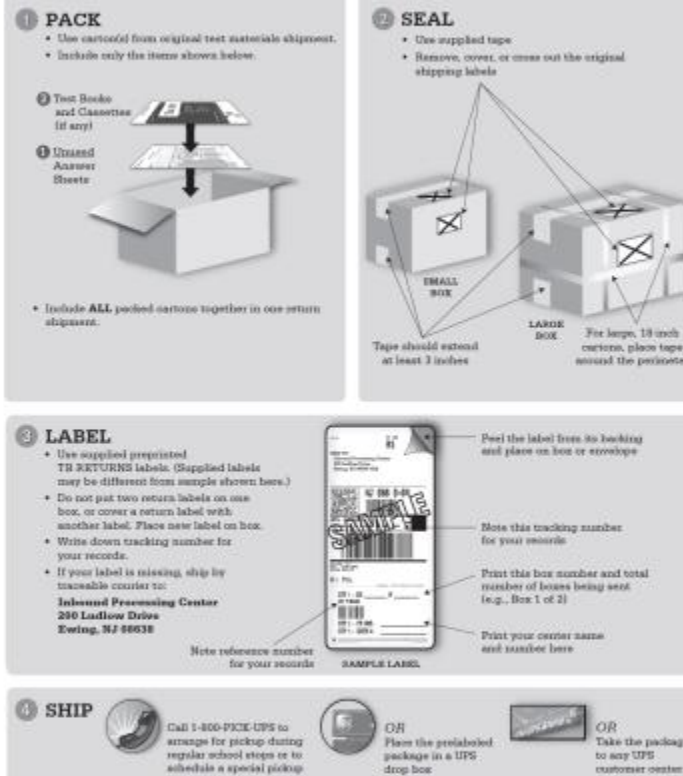
Benefits of SAT

Khan Academy Road to Success

+ Khan Academy is designed to engage students in 30 minutes of productive practice on a daily basis.

    - All questions in the Khan platform meet SAT test specifications.

    - Four full-length SAT practice tests are available.

+ Practice is focused on priority areas.

    - Khan question format and design mirrors the design/format of the online SAT.

    - Each question will provide answer explanations, step-by-step solution, and hints.

Khan Academy Features

Feature	Description
Practice questions	Thousands of practice questions for math, reading, and writing co-developed with the College Board
Practice tests	Four full-length practice redesigned SATs written by the College Board with answer explanations
Diagnostic quizzes	Brief diagnostic quizzes for math, reading, and writing to gauge starting skill levels
Recommendations	Customized skills and tutorial recommendations based on your skill level and the proportion that topics are tested
Skills analysis	Summary of skills for math, reading, and writing and current performance and level on each skill
Tutorials	Customizable exercises and videos that allow you to review concepts and focus your practice

Khan Academy – Diagnostic Quizzes

Practice	Tips and Planning	Full Exams

MATH	READING & WRITING

Complete these 4 quizzes to unlock your personalized Math practice

DIAGNOSTIC QUIZ
Quiz 1 — Math (No Calculator)

Take the quiz

Quiz 1 — Math (No Calculator)

Quiz 2 — Math (No Calculator)

Quiz 3 — Math (Calculator OK)

Quiz 4 — Math (Calculator OK)

Let us know if you have a problem or an idea for making this system better!

Or choose from the full list of Math practice and videos

Khan Academy – Diagnostic Quizzes

Khan Academy – Personalized Practice

Score Reporting and Scholarship Opportunities

- All students who take the SAT are eligible for 4 free "score sends".

- To send scores, students must log into their College Board account and add in the colleges or scholarship organizations to which they want to send the scores.

- Students have until **March 11, 2016** at 11:59PM EST to add score sends through their College Board account.

- After **March 11, 2016** students are still able to have their scores sent to colleges and scholarship organizations, but there is a fee.

SAT School Day – Important Contacts

- **Test Center Supervisors, SSD Coordinators, and Educators**
  - SAT School Day Customer Support
    - 855-373-6387 or SATSchoolDaySupport@collegeboard.org
  - ETS Test Administration Support (TAS – for test day items, rosters, test material issues)
    - 800-257-5123 or tas@ets.org
  - SSD Support (help with submitting approvals or checking approval status)
    - 844-255-7728 or ssd@info.collegeboard.org
  - SAT Counselor Hotline
    - 888-SAT-HELP (728-4357)
- **Students and Parents** (registration, online account questions)
  - Customer Service Support
    - 866-756-7346
  - SSD Support and Questions
    - 212-713-8333

CollegeBoard